

**Gujarat Sports Infrastructure Development Company Limited
(GSID)**

formerly known as Gujarat Olympic Planning and Infrastructure Limited (GOLYMPIC)

E-Bid Document

Request for Proposal (RFP)

for

**Appointment of Chartered Accountant firm for Income Tax, TDS and GST
compliances and Internal Audit**

Date: May 27, 2025

Issued by:

Deputy CEO & ED,

Gujarat Sports Infrastructure Development Company Limited

Sports Authority of Gujarat, Administrative Building

Near Kh-3 Circle, Near Vavol Railway Crossing,

Gandhinagar - 382 016

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Disclaimer

- 1) The information contained in this Request for Proposal Document (hereinafter known as “RFP Document”) or subsequently provided to Bidders in documentary form by or on behalf of Gujarat Sports Infrastructure Development Company Limited (GSID) (hereinafter referred to as ‘the Company’) or any of their representatives, employees or advisors (collectively referred to as “Representatives”), is provided to Bidder(s) on the terms and conditions set out in this RFP Document and any other terms and conditions subject to which such information is provided.
- 2) This RFP Document is neither an agreement nor an offer or invitation by the Representative(s) to any party other than the entities, who are qualified to submit their Proposal (“Bid”). The purpose of this RFP Document is to provide the Bidders with information to assist the formulation of their Proposal. This RFP Document does not purport to contain all the information which each Bidder may require. This RFP Document may not be appropriate for all persons, and it is not possible for GSID Representatives to consider the needs of each party who reads or uses this RFP Document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this RFP Document and wherever necessary, obtain independent advice from appropriate sources.
- 3) GSID, its employees and their Representatives or agencies make no representation or warranty and shall incur no liability to any person including the bidders under any law, statute, rules, or regulations the law of contract, tort, principles of restitution or unjust enrichment or otherwise for any loss, damage, cost or expense which may arise from or be incurred or suffered in connection with this RFP, or any matter deemed to form part of this RFP, or arising in any way in relation to this RFP process.
- 4) The Representatives may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the statements, information, assessment, assumptions contained in this RFP Document at any time during the RFP process. Agencies are expected to keep track of the same on the portal.
- 5) Information provided in this RFP to the bidders is on a wide range of matters, some of which may depend upon interpretation of law. The information provided is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. GSID accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.
- 6) This RFP and the information contained herein are strictly confidential and privileged and are for the exclusive use of the bidder to whom it is issued. This RFP shall not be copied or distributed by the recipient to third parties (other than, to the extent required by applicable law or in confidence to the recipient’s professional advisors, provided that such advisors are bound by confidentiality restrictions at least as strict as those contained in this RFP). In the event after the issue of the RFP, the recipient does not continue with its involvement in the Bidding Process for any reason whatsoever, this RFP and the information contained herein shall be always kept confidential by such party and its professional advisors.
- 7) Bidders shall not make any public announcements with respect to the RFP process or the RFP document. Public announcements, if any, are to be made with respect to the RFP process or this RFP shall be made exclusively by GSID. Any breach by a bidder in this regard shall be deemed to be in non-compliance with the terms and conditions of this RFP and shall render the proposal liable for rejection. GSID decision in this regard shall be final and binding on the bidder.
- 8) GSID reserves the right in its sole discretion, without any obligation or liability whatsoever, to accept or reject any or all of the proposals at any stage of the RFP process without assigning any reasons. The decision of GSID shall be final and binding in this regard.

- 9) By responding to the RFP, the Bidder shall be deemed to have confirmed that it has fully satisfied and understood the terms and conditions of the RFP. The Bidder hereby expressly waives any and all claims in respect thereof.
- 10) The Applicant is responsible for paying all expenses incurred in connection with or related to the preparation and submission of its Bid, including but not limited to preparation, copying, postage, delivery fees, costs related to any demonstrations or presentations that may be required by GSID. Regardless of the conduct or result of the selection process, all such costs and expenses shall remain the responsibility of the Applicant, and GSID shall not be responsible in any way for them or for any other costs or expenses incurred by an Applicant in connection with the preparation for submission of the Bid.
- 11) The bid is not transferable.

Glossary

The words and expressions beginning with capital letters and defined in this document shall, unless repugnant to the context, have the meaning ascribed thereto herein.

- i. "Applicable Laws" means all laws, legislations, statutes, rules, directives, ordinances, notifications, exemptions, regulations, judgements/orders of any court, tribunal, regulatory bodies and quasi-judicial bodies or any interpretation thereof enacted, issued, or promulgated by any authority and applicable to either GSID or to the Bidders.
- ii. "Applicant" shall refer to a single entity or a consortium of Members. However, no Applicant applying individually shall be permitted to be a Member of another Applicant."
- iii. "Authorized Signatory" means the designated person of the agency authorized to represent the agency in all matters pertaining to its Proposal. The designated person should hold the Power of Attorney duly authorizing him/ her to perform all tasks including but not limited to sign and submit the Proposal to participate in all stages of the RFP Process, to conduct correspondence for and on behalf of the agency, and to execute any document required to give effect to the outcome of the RFP Process.
- iv. Any submission not conforming to the prescribed formats and conditions shall not be considered a valid Bid.
- v. "Bidder" or "bidder" or "Agency" or "agency" designates an Agency/Consultant which has made a proposal, a tender or a bid with the aim of concluding a Service Order/ Agreement with GSID.
- vi. "Client" refers to GSID, the organization issuing the Request for Proposal (RFP). The Client is responsible for evaluating bids, awarding contracts, and overseeing the execution of the services as per the terms and conditions specified in the RFP Documents.
- vii. "Proposal Due Date" or "Bid Due Date" shall mean the last date for submission of bids, as given in the Bid Schedule. No bids shall be accepted after the Bid Due Date.
- viii. "Tender Fee" refers to the non-refundable amount payable by the Bidder to GSID as part of its Technical Proposal, as specified in the Bid Schedule. This fee, also referred to as the Bid Processing Fee, shall be paid in the manner specified in the Data Sheet.
- ix. "Bid Security/Earnest Money Deposit" means a security from a bidder securing obligations resulting from a prospective contract award with the intention to avoid the withdrawal or modification of an offer within the validity of the bid, after the deadline for submission of such documents; failure to sign the contract or failure to provide the required security for the performance of the contract after an offer which has been accepted; or breach of any terms and conditions of tender document, failure to comply with any other condition precedent to signing the contract specified in the solicitation documents.
 - The amount of EMD demanded in the tender shall be deposited by the bidder while submitting the tender in the form demand draft/ Bank Guarantee/ FDR/ any other banking instrument.
 - Any bidder that does not submit the EMD shall be rejected by GSID, as non-responsive.
 - The EMD will be refunded to the bidders whose offers have not been accepted.
 - EMD of the bidder whose offer is accepted will be kept up till the time, the Performance Bank Guarantee is not received.
 - The EMD shall be valid for 30 days beyond the Bid Validity period.
 - If the bidder withdraws the bid during the validity period of the bid before the commencement of the project, the EMD money will not be refunded.

- x. "Bid Validity Period" shall initially remain valid and binding on the bidder for at least 120 (one hundred and twenty) days from the Bid Due Date, as given in the Schedule for the RFP. Any bid with a shorter validity period shall be rejected by GSID.
- xi. "Financial Year" means the 12-month period from 1st April to 31st March corresponding to the audited annual accounts.
- xii. "The LOA shall not constitute a binding contract unless and until the Contract is duly executed by both parties."
- xiii. "Request for Proposal" or "RFP" or "RFP Document" or "RFP Paper" or "RFP Documents" or "Bid Documents" means documents issued by GSID vide RFP for Appointment of PR & Communications Agency for Summer Olympics and Paralympics, and shall include any modifications, amendments, corrigenda/ addenda or alterations thereto. The documents are as follows:
 - This RFP document;
 - Any corrigendum(a)/ addendum(a) and clarification(s) to the RFP Document issued by GSID subsequent to the issue of the RFP Document will also be considered an integral part of the RFP Document. Any reference to the RFP Document in the Agreement shall include such corrigendum(a)/ addendum(a);
- xiv. "Contract" means as defined under Section 2(h) of The Indian Contract Act, 1872, the Contract signed by the Parties and all the attached documents, if any.

All other capitalized words not defined herein shall have the same meaning as ascribed to them in the RFP. Terms and expressions not defined anywhere in the Bid Documents shall have the same meaning as are assigned to them in Indian Contract Act, 1872 and/or in General Clauses Act, 1897.

1. Instruction to the Bidders

- 1.1. The Bidders can download this RFP from the N-PROCURE Portal website: <https://www.nprocure.com/> Subsequently, bid has to be prepared and submitted ONLINE ONLY as per the Bid Schedule as more particularly specified in Clause 2 of this RFP.
- 1.2. The Bidders participating for the first time for e-Tenders on e-Tendering portal will have to complete Online Registration Process on the e-Tendering portal as mentioned in ***Annexure VIII- Instructions for Online Bid Submission***.
- 1.3. RFP will not be sold/ issued manually from GSID.
- 1.4. Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this Consultancy are specified in this RFP. In case an applicant firm possesses the requisite experience and capabilities required for undertaking the Consultancy, it may participate in the Selection Process individually in response to this invitation. The term applicant (the "Applicant") will apply to a single entity and its Members. However, no applicant applying individually can be Member of another Applicant. The manner in which the Proposal is required to be submitted, evaluated and accepted is explained in this RFP.
- 1.5. Only those Bids shall be accepted for evaluation for which Tender Fee and Earnest Money Deposit (EMD) as mentioned in the Bid Schedule , in the form of Demand Draft/FDR/online acceptable mode/Bankers Cheque/Bank Guarantee from scheduled commercial bank drawn in favour of "Deputy CEO & ED, Gujarat Sports Infrastructure Development Company Limited" payable at Gandhinagar are deposited in the office of Gujarat Sports Infrastructure Development Company Limited (GSID), on or before bid due date given in this RFP.

2. Bid Schedule

1.	Name of the client	Gujarat Sports Infrastructure Development Company Limited (GSID)
2.	Name of the assignment:	Appointment of Chartered Accountant firm for Income Tax, TDS and GST compliances and Internal Audit
3.	Duration of the assignment:	12 months
4.	Tender fees	<p>INR 1,500 (non-refundable) (Rupees One thousand and five hundred only) plus 18% GST. Payable in Demand Draft in favor of 'Gujarat Sports Infrastructure Development Company Limited' payable at Gandhinagar.</p> <p>Instrument should reach GSID (Addressed to: Deputy CEO & ED, Gujarat Sports Infrastructure Development Company Limited, Sports Authority of Gujarat, Near Kh-3 Circle, Near Vavol Railway Crossing, Gandhinagar – 382016 on or before the Bid Due Date by registered post/courier/ in -hand.</p>
5.	Earnest Money Deposit (EMD)	The bidder shall deposit Earnest Money of INR 15,000 (refundable) (Rupees Fifteen thousand only) in the form of Demand Draft from scheduled commercial bank drawn in favour of 'Gujarat Sports Infrastructure Development Company Limited' payable at Gandhinagar. The EMD shall be valid for 30 days beyond the Bid Validity period.
6.	Performance Security	05% of the Contract value
7.	Financial Bid to be submitted together with Technical Bid	Yes
8.	Technical Bid	<p>Technical Bid containing all documents as required under this Tender shall be submitted online on https://tender.nprocure.com</p> <p>Hard copies of the same should be submitted to GSID via Registered Post / Courier/ Speed Post.</p>
9.	Financial Bid	<p>The financial bid to be submitted as per prescribed format on https://tender.nprocure.com website only.</p> <p>Hard copies of the Financial bid must not be submitted.</p>
10.	Name of the GSID's Official for addressing queries and clarifications	<p>Deputy CEO & ED Gujarat Sports Infrastructure Development Company Limited, Sports Authority of Gujarat, Near Kh-3 Circle, Near Vavol Railway Crossing, Gandhinagar - 382 016 office.gsid@gmail.com</p>
11.	Bid Validity Period	120 calendar days
12.	Bid Language	English

13.	Bid Currency	INR
14.	Schedule of Bidding Process	
	Task	Key Dates
A	Date of launch of RFP	27/05/2025
B	Last date for submission of pre-bid queries	Clarifications may be requested only by email and no later than <u>18:00 hrs (IST)</u> of 02/06/2025 The contact information for requesting clarification is: Deputy CEO & ED, Gujarat Sports Infrastructure Development Company Limited (GSID) Email id – office.gsid@gmail.com
C	Pre-bid meeting	12:00 PM, 04/06/2025 Meeting link will be shared with bidders who submit pre-bid queries
D	Response to pre-bid queries/ Issues of corrigendum	09/06/2025
E	Proposal due date	18/06/2025; 18:00 hrs
F	Opening of technical proposal	18/06/2025
G	Opening of financial proposal	To be communicated later

3. Language of the Bid

Bids and all accompanying documents shall be in the English language. In case any accompanying materials are in other languages, an English Translation shall accompany it. The English version shall prevail in matters of interpretation which is notarized by component authority.

4. Eligibility Criteria

Bids of only responsive bidders (i.e. Bidders who have submitted the Tender Fee and EMD/ Bid Security Fee as per the terms and conditions of the RFP), shall be evaluated for meeting the eligibility criteria. stage. Only Bidders meeting the Eligibility Criteria shall be considered for Technical Evaluation.

S.No.	Eligibility Criteria / Technical Criteria	Supporting Document
A.	Legal Status	
1.	The Bidder must be a Chartered Accountant Firm or LLP registered for at least 15 years as on 31.03.2025.	1. Self –certified copy of ICAI registration Certificate and 2. Self-certified copy of Constitution of firm issued by ICAI or Firm card.

S.No.	Eligibility Criteria / Technical Criteria	Supporting Document
		Both documents as on bid date
2.	The firm /LLP must have valid PAN Registration / GST registration.	Copy PAN/GST registration
3.	<p>A. The Chartered Accountant Firm's Registered in Ahmedabad/Gandhinagar of Gujarat State.</p> <p>OR</p> <p>B. The firm must have a fully functional and independent branch offices situated in Ahmedabad/ Gandhinagar of Gujarat State since last 3 years .(As on 31-12-2024)</p>	<p>Copy of Two proof which confirm location of registered head office in Ahmedabad/Gandhinagar.</p> <p>OR</p> <p>Copy of two government proofs which confirm location of a fully functional and independent branch office in Ahmedabad/Gandhinagar of Gujarat State. Since last 3 years.</p>
4.	The Chartered Accountant Firm / LLP should have at least 5 Chartered Accountants out of which at least 3 should be partner.	
B.	Financial Capacity	
1.	The Chartered Accountant firm/LLP must have annual income from audit and attestation of more than Rs.50 lacs for each of the last 3 Financial Year ended on 31.03.2024.	<p>For 3 years i.e. FY 2021-22, 2022-23 and 2023-24 submit below documents</p> <p>1. Copy of Balance sheet</p> <p>2. Copy of Income & Expenditure Statements</p> <p>3. Separate CA certificate indicating audit and attestation fees income more than Rs.50 Lacs.</p> <p>4. Self-certified registered copy of latest partnership deed.</p>
C.	Technical Capacity	

S.No.	Eligibility Criteria / Technical Criteria	Supporting Document
1.	<p>The Chartered Accountant Firm/LLP must have done at least:</p> <p>i. One assignment of audit for Private or Public Limited Company with turnover above ₹100 crores in last 3 years as on 31.03.2025</p> <p>OR</p> <p>ii. Having experience of at least 2 statutory/internal audits in Public Sector Undertakings / Govt. bodies / Companies with turnover above ₹100 crores in the last 3 years.</p>	<p>Contract Copy/Work order along with Invoices with self-certification by the bidders that service/supplies against invoices have been executed.</p> <p>Or</p> <p>Execution certificate by client.</p>
2.	<p>Should have done assignment of Income tax, GST compliance, TDS related work of at least in:</p> <p>i. One assignment of government grant accounting, public sector undertakings, or sports bodies/infrastructure projects</p> <p>OR</p> <p>ii. In any of Local authority /State/ Semi-state or Central Government.</p>	
D.	Affidavit	
1.	Affidavit and declaration regarding pending disciplinary matters, debarments and disqualification and other matters	Self-declaration duly signed in the letterhead of the firm as per Annexure-II on stamp paper of Rs.300/-
E.	EMD and Bid Processing Fee	
1.	The Bid document fee and EMD as specified in the Data Sheet must be submitted.	To be submitted as instructed in this document.

5. Bid Validity

- 5.1. The Bid shall remain valid for acceptance for a period of 120 calendar days (One hundred and twenty days) days after the Bid Due Date (Last date and time of submission of Bid) prescribed in the Bid Schedule. Any Bid valid for a shorter period shall be treated as unresponsive and rejected summarily.
- 5.2. In exceptional cases, the Bidders may be requested by GSID to extend the validity of their Bids up to a specified period. The Bidders, who agree to extend the Bid validity, are to extend the same without any change or modification of their original Bid.

- 5.3. In case the day up to which the Bids are to remain valid falls on or subsequently declared a holiday or closed day for GSID, the Bid validity shall automatically be extended up to the next working day.

6. RFP Process

- 6.1. RFP issued by the GSID constitutes a request for Bids from eligible Bidders (as determined in accordance with the minimum eligibility criteria as Clause 4 above) to be Service Provider (after evaluation of eligible bidders), subject to the terms of this RFP and the Service Agreement.
- 6.2. This RFP is no more than a request for proposal, and it does not and is not intended to constitute a contract or a grant of any rights or licenses, or an offer which is capable of acceptance by any Bidder or any other person. The grant of any rights or formation of any contractual relationship shall be conditional upon acceptance by GSID of the Bidder's Bid and the execution of the Service Agreement by both GSID and the Bidder/Service Provider.
- 6.3. This RFP is only illustrative in nature and all narrations are intended to be used by the applicant as preliminary background information. This RFP does not necessarily contain all the relevant information in relation to the Bid process and GSID reserves the right to withdraw the RFP and/ or add, amend, review the requirements or information contained in this RFP at any time prior to the submission of the Bid.
- 6.4. Upon selection of a Bidder by GSID and the selected Bidder/ Service Provider shall enter into a detailed contract/agreement ("Service Agreement") Incorporating the provisions of this RFP and the successful Bid.
- 6.5. Post acceptance of the letter of award (LoA), by the successful bidder, the contract shall be signed between the successful bidder and GSID in next 7 days or as per the timeline mutually agreed upon between GSID and the preferred bidder.
- 6.6. **Period of Service Agreement:** The period of service agreement shall be for 12 months from the date of signing of the service agreement, any extension beyond this period shall be by way of supplementary Agreement on existing terms and conditions, or the terms and conditions settled at that time with the consent of both the parties based on the requirements and satisfactory performance of the service provider.
- 6.7. The RFP does not bind or exclude the bidder from participation in future work or engagement on the subsequent stages of the project.

7. Bid Prices

- 7.1. The Bidder providing services shall quote exclusive of all applicable taxes (GST, Service tax etc) only in Indian Rupees.
- 7.2. The Bidder shall indicate in the Price Schedule provided on N-PROCURE Portal for all the specified components of prices shown therein. All the columns shown in the price schedule should be filled in as required. Furthermore, incomplete or improperly filled price schedules can result in disqualification.
- 7.3. If any firm quotes NIL charges / consideration in aspect of the bid, the bid shall be treated as unresponsive and will not be considered.
- 7.4. **Firm Price:** The prices quoted by the Bidder shall remain firm and fixed during the currency of the Contract and will not be subject to variation on any account.

8. Submission of Bids

- 8.1. Bids to be submitted online as per instructions in ***Annexure VIII: Instructions for online***

submission of the RFP.

- 8.2. GSID will open (online) the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.
- 8.3. In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for GSID, the Bids will be opened at the appointed time on the next working day.
- 8.4. Authorized representatives of the Bidders, who have submitted Bids on time may attend the bid opening provided they have their Letters of Authority from the corresponding Bidders and acknowledgement letter of bid submission at N-PROCURE Portal website: <https://www.nprocure.com/>
- 8.5. The Technical Bid is to be opened at the prescribed time and date as indicated in RFP Bid schedule.
- 8.6. Financial bids of the technically qualified Bidders shall be opened online at the date, time and as intimated later on N-PROCURE Portal e-procurement website <https://www.nprocure.com/>. The authorized signatories/ representatives of such Bidders who wish to attend the financial bid opening may please do so by showing their bid acknowledgement slip and letters of Authority from the corresponding bidders

9. Earnest Money Deposit

- 9.1. "Bid Security/Earnest Money Deposit" means a security from a bidder securing obligations resulting from a prospective contract award with the intention to avoid the withdrawal or modification of an offer within the validity of the bid, after the deadline for submission of such documents; failure to sign the contract or failure to provide the required security for the performance of the contract after an offer which has been accepted; or breach of any terms and conditions of tender document, failure to comply with any other condition precedent to signing the contract specified in the solicitation documents.
 - The amount of EMD demanded in the tender shall be deposited by the bidder while submitting the tender in the form demand draft/ Bank Guarantee/ FDR/ any other banking instrument.
 - Any bidder that does not submit the EMD shall be rejected by GSID, as non-responsive.
 - The EMD will be refunded to the bidders whose offers have not been accepted.
 - EMD of the bidder whose offer is accepted will be kept up till the time, the Performance Bank Guarantee is not received.
 - The EMD shall be valid for 30 days beyond the Bid Validity period.
 - If the bidder withdraws the bid during the validity period of the bid before the commencement of the project, the EMD money will not be refunded.

10. Bidders' queries and responses thereto

- 10.1. All enquiries from the Bidders relating to this RFP must be submitted exclusively on the e-mail id- office.gsid@gmail.com the queries should necessarily be submitted on or before scheduled date and time mentioned in the following format:

To, Deputy CEO & ED Gujarat Sports Infrastructure Development Company Limited (GSID), Gandhinagar.
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BIDDER'S REQUEST FOR CLARIFICATION

Name of Organization submitting request		Name & position of person submitting request	Full formal address of the organization including phone, fax and email points of contact & contact details of local office as well	
			Tel:	
			Email:	
Sl. No.	Bidding Document Reference(s) (Clause number/page)	Content of RFP requiring clarification	Points of Clarification required.	
1				
2				

- 10.2.** All enquiries should be sent to GSID only through e-mail. GSID shall not be responsible for ensuring that Bidder's enquiries have been received by them. GSID will endeavor to provide response to all questions posed by the Bidders. All responses given by GSID will be posted on the online portal, i.e. <https://www.nprocure.com/> or will be sent to respective bidders through email. Bidder should regularly visit the portal for any updates/corrigendum.
- 10.3.** However, GSID makes no representation or warranty as to the completeness or accuracy of any response, nor does GSID undertake to answer all the queries that have been received. GSID reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken or read as compelling or requiring GSID to respond to any query or to provide any clarification.
- 10.4.** GSID will host a Pre-Bid Conference (either virtual or physical), scheduled as per the details in the Bid Schedule. The representatives of the interested Bidders may attend the pre-bid conference at their own cost. The purpose of the conference is to provide Bidders with information regarding the RFP and discuss bidder's queries, together with proposed solutions. GSID shall provide each Bidder with an opportunity to seek clarifications regarding any aspect of the RFP during the pre-bid conference. The link shall be provided to the Bidders prior to the scheduled meet.
- 10.5.** Subsequent to Pre-Bid Conference, GSID will issue responses to all of the bidders' written queries, together with any other revised documents (if required).
- 10.6.** Amendments to Bidding Documents:
- At any point of time, prior to the deadline for submission of Bids, GSID may, for any reason deemed fit by it, modify the Bidding Documents by issuing suitable amendment(s) (Corrigendum/ Addendum/ Clarifications) to it. Prospective bidders are advised to check the same before submission of bids.
 - Such an amendment will be uploaded on N-PROCURE Portal of Government of India <https://www.nprocure.com>. Bidders are, therefore, advised to refer to N-PROCURE portal before submitting bids.
- 10.7.** Clarification of Bidding Documents: A Bidder requiring any clarification or elucidation on any issue of the Bidding Documents may take up the same with GSID in writing. GSID shall endeavour to respond in writing to such request in pre-bid conference as per the bid schedule.

11. Format of Submission of Bids

- 11.1.** All documents are to be uploaded in PDF or scanned copies online.
- 11.2.** The Bidder is required to upload the documents as per Documents to be submitted in clause 12 of this RFP.
- 11.3.** Bidders shall submit 'Online Bid' only in PDF/Scanned copy. Hard Copy of Bid documents will not be accepted.
- 11.4.** The documents comprising the bid shall be typed, and all pages of the bid shall be signed by a person duly authorized to sign on behalf of the bidder.
- 11.5.** The bid shall contain no alterations, omissions, or additions except those to comply with an instruction issued by GSID or are necessary to correct errors made by the bidder, in which case such corrections shall be initialed/signed by the person signing the bid.
- 11.6.** The proposal shall be properly bound, indexed, and serially numbered.
- 11.7.** Bidder must ensure that the Technical Bid soft copies do not contain any information pertaining to Commercial bid/ Prices.
- 11.8.** In exceptional circumstances, at its discretion, GSID may solicit the Bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by fax or email.
- 11.9.** Rejection of Technical Bids

In addition to any other reasons stipulated in this RFP, technical Bids may be rejected under any of the following circumstances, but not limited to:

- i. Incomplete bids that do not quote for the complete scope of work as indicated in the Bid- related documents, addendum (if any) and any subsequent information given to the Bidder;
- ii. Information that is found to be false, incorrect/misleading at any stage during the tendering process or Incomplete in any form;
- iii. Inclusion of commercial Bid details in a technical Bid, or technical Bids that reveal commercial details.
- iv. Non-fulfilment of the eligibility criteria set out in this RFP, by the Bidder;
- v. Breach of any terms and conditions of the Bid;
- vi. Any Bid that does not comply with the conditions laid down by GSID; and
- vii. Any other reasons deemed fit by GSID.

11.10. Rejection of Commercial Bids

In addition to any other reasons stipulated in this RFP, commercial Bids may be rejected under any of the following circumstances:

- i. Incomplete Bids that do not set out the Service Fee for the complete Scope of Work as indicated in the bidding documents, addendum (if any) and any subsequent information given to the Bidder;
- ii. Commercial Bids made through Tele fax/Telegraphic/Fax/E-mail/by post/or any other mode not prescribed by GSID;
- iii. Bids which do not confirm unconditional validity of the bid for 120 days from date of opening of Bid;
- iv. Bids which do not conform to GSID bid format;

- v. Bids in respect to which the bidder does not accept GSID rectification of clerical/arithmetic discrepancies in the commercial bid, if any;
- vi. Any Commercial Bid that does not comply with the conditions laid down by GSID / terms of RFP;
- vii. Bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections/errors in the quoted figures will be entertained after the submission of the Bid; and
- viii. Arithmetic errors in proposals will be corrected as follows: In case of discrepancy between the amounts mentioned in figures and in words, the amount quoted in words shall prevail.

12. Acknowledgement by the Bidder:

It shall be deemed that by submitting its bid, the Bidder has:

- i. made a complete and careful examination of the RFP documents, including the proforma agreement;
- ii. received all relevant information requested from GSID
- iii. accepted the risk of inadequacy, error or mistake in the information provided in the RFP documents or furnished by or on behalf of GSID relating to any of the matters related to this RFP or otherwise.
- iv. satisfied itself about the scope of work and services to be delivered/rendered and the extant conditions and all matters, things and information necessary and required for submitting an informed bid and for providing the required services in accordance with the RFP documents including the contract (to be signed with GSID) and performance of all of its obligations there under.
- v. acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information said to be in the bidding documents or ignorance of any of the matters shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from GSID
- vi. agreed to be bound by the undertakings provided by it under and in terms.

GSID shall not be liable for any omission or commission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP documents or the bidding process, including any error or mistake therein or in any information or data given GSID.

13. Declaration of successful bidder

- Prior to the expiration of the validity period for the Bid, GSID will notify the successful Bidder in writing by registered post or by email transmission that its Bid has been accepted. GSID will also send to the successful Bidder, a draft of the Service Agreement, along with the aforementioned notification. The successful Bidder and GSID shall mutually execute the Service Agreement, and each party shall retain one original of the signed Service Agreement. GSID shall issue letter of Award before the execution of service agreement/contract, if required.
- The failure to agree to the terms and conditions of the Service Agreement by GSID and the successful Bidder, shall constitute sufficient grounds for the annulment of the successful Bid, following which GSID may, in its sole discretion, either declare the next Bidder with the highest combined score submitted in response to the RFP notice as the successful Bidder or call for

fresh proposals as deemed fit or take any other measures as deemed appropriate.

- Upon the successful signing of the Service Agreement by the Bidder and GSID, and the Service Provider furnishing the Performance Security, GSID will promptly refund their respective Earnest Money Deposits to each unsuccessful bidder
- **Term of the Service Agreement:** The Service Agreement shall commence on the date of its execution and shall be valid up to the conclusion of the Term.

14. Period of Contract

The contract period will be of 12 months from the date of issuance of the Work order.

15. General Terms and Conditions

- i. The whole process of tendering can be cancelled / modified / altered /redefined without giving any prior notice or information by the management of the authority.
- ii. Both technical bid and financial bid to be submitted online. Bidder to send original EMD and original affidavit as mentioned in sealed envelope at before mentioned address. The envelope should mention "Appointment of Chartered Accountants firms for Income tax, TDS, GST compliances and Internal Audit."
- iii. The EMD of the non- selected bidders shall be returned after the issuance of the Work Order to selected bidder.
- iv. EMD of the selected bidder shall be retained by the Authority till Security Deposit is submitted by the selected bidder.
- v. The bidder has to quote lump sum fees for one year contract period. Fees quoted must be exclusive of GST and inclusive of all out-of-pocket expenses. No reimbursement other than quoted fees will be allowed.
- vi. The financial bid of the firm will not be opened if it doesn't meet eligibility criteria.
- vii. The firm shall not sub contract the audit assignment.
- viii. Concerned chartered accountant will have to visit the office of GSID, Gandhinagar, and Gujarat for the discussion when called for.
- ix. No escalation / price rise/ fees increase will be allowed to successful bidder.
- x. In the interest of the assignment and interest of authority, management reserves the right to call for additional documents / information / data from the concerned forms applying for assignment.
- xi. The selected firm shall follow timings and provide services according to the timings and working days of GSID.
- xii. The decision of GSID will be final and binding on all bidders for any interpretation in technical eligibility / admissibility – inadmissibility of any document or experience for eligibility.
- xiii. The team should have expertise in both Gujarati and English language since work orders / invoices / related documents will be both in Gujarati and English language.

16. Confidentiality and Penalty

- The firm or its partners and the personnel or either of them shall not, disclose or pass on to any others, the proprietary or confidential information relating to the projects, the services, this contract, or the authority's business or operations without prior written consent of the Management.
- All reports and other documents submitted by firm shall become and remain the property of the GTPCL and the Firm shall, not later than upon termination or expiration of this contract deliver all such documents and reports to the GTCPL together with a detailed inventory thereof. The firm shall not use reports and documents for purpose unrelated to this contract without prior written approval of the authority.
- The firm has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.
- If the firm or the partner or employee thereof is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification,

undue delay in performance of duties or non-performance of duties as per scope, using or giving the details gathered during the assignment to other parties without permission of the Authority, non-observation of instructions given by the Authority, unauthorized retention of records of the Authority, violating the terms and conditions of this assignment, unauthorized changes in the records of the Authority, indulging in mala-fide practices or any other cognizable offence or breach, firm will be punishable with any or all of the following consequences:-

- (i) Removal from the assignment with immediate effect/ from the date specified.
- (ii) Removal from any other assignment with immediate effect / from the date specified / given by the Authority.
- (iii) Deduction of percentage of fees as may be determined by the management or recoverable from any due payments / bank guarantee OR imposing penalty.
- (iv) Ban from accepting the future assignment of the Authority for the period specified.
- (v) Any other action deemed appropriate by the management. The decision / interpretation in all/any terms and conditions enumerated above and agreed upon by the firm shall be final and binding on firm without demure and any further recourse to any litigation/arbitration.
- (vi) Penalty of Rs 1,000/- per day / part of the day will be levied on the audit firm if audit document is not done within stipulated time of 2 days from intimation including original two days.
- (vii) If Chartered Accountant firm leaves during the tenure of assignment without any proper procedure or prior intimation, Bank guarantee and outstanding fees may be forfeited. The decision of authority is final in case of additional penalty.

17. Settlement of Disputes

1. The decision of the Authority in selection of the CA firm will be final.
2. Any dispute w.r.t assignment of work including internal audit of any audit document between the auditor and concerned branch / unit / division will be resolved by the Account Officer, GSID. The internal auditor dissatisfied with the result of the Account Officer may approach the Director or the Managing Director and the decision of the Director / Managing Director will be final and binding one.
3. For the purpose of the present work contract as well as for any matter arising there under or connected therewith, the court of Ahmedabad, Gujarat alone shall have jurisdiction.

Annexures

Annexure I: Bidder Details

(On Bidder's letter head)

Date: _____

Sr. No.	Particulars	Reply				
1.	Name of the Firm					
2.	Year of Establishment					
3.	Firm / LLP Registration number with ICAI					
4.	Constitution (Firm / LLP)					
5.	Contact Number and Email					
6.	Firm PAN & GST No.	Number as well as documents separately attached				
7.	Empanelment Number with C&AG	Number as well as documents separately attached				
8.	Details of Bank Account	Copy of cancelled cheque				
9.	Office Address	Separate table containing: 1. Name 2. Membership number 3. Year of registration with ICAI.				
10.	Details of Staff	Separate table containing number of staff including Chartered Accountant and other staff with supporting documents to full fill eligibility				
11.	Details of Partner	Separate table containing: 1. Name 2. Membership number 3. Year of registration with ICAI.				
12.	Experience (For Point 3 of Eligibility Criteria)	Separate Table below				
	Sr. No.	Name of Organization	Add of Organization	Year of Assignment	Date of Allotment	Date of Completion
Note : Submit separately work order/order of allotment as well as document supporting						

	completion of audit.
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Signature _____
Full Name _____
Designation _____
Name of the Firm _____

Annexure II: Affidavit.

This is to certify that I _____ undersigned fully authorized by (Name of Firm) to submit this tender document "Appointment of Chartered Accountants firms for Income tax, TDS, GST compliances and Internal Audit." of Gujarat Sports Infrastructure Development Company, Gandhinagar.

This is further certified that,

A. Our firm / LLP / any of its partners are not debarred / disqualified / penalized by any government organization, department, board, corporation, tribunal or any other organization / undertaking or any regulatory bodies like RBI, ICAI, SEBI, NCLT, or National Financial Reporting Agency, RERA or any court etc.

B. And there is no adverse action taken or proposed against or any matter related to that for which proceedings are ongoing on our firm / LLP or any of its partner / directors by any authority by any of the above.

C. In case of any adverse / disciplinary action is initiated during the procedure for appointment of CA Firm for this assignment and also after appointment (If selected), the organization can terminate the appointment without assigning reasons thereof.

D. The firm / LLP is not issued with any order of disqualification, debarment or termination by any government organization, department, board, corporation, tribunal or any other organization / undertaking or any regulatory bodies like RBI, ICAI, SEBI, NCLT, RERA or National Financial Reporting Agency or any court etc. for which proceedings are ongoing.

E. All the information given in tender document submitted by us is correct.

F. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under.

G. We have read entire tender document and agree to carry out scope of work mentioned in document and all terms and conditions mentioned will be acceptable to us.

Date: Sign of Authorized Partner

Place: (With Firm Name, Seal & Stamp)

Note: All figures quoted above shall be substantiated by attaching the copy of Audited Annual Reports and a certificate from the statutory auditor of the company.

Annexure III: Financial Proposal Submission Form

THIS FORM IS NOT TO BE SUBMITTED AS PART OF THE TECHNICAL PROPOSAL. This form is to be filled up through NPROCURE and to be submitted online in PDF format through NPROCURE on the letterhead of the Bidder.

Particulars	Total Annual Fees (Excluding Duties and Taxes and including Out-of-pocket expenses) (in Rs.)
Gujarat Sports Infrastructure Development Company Limited	

Notes:

1. Fee is including all kind of charges to render services. No any other charges except this Fee shall be paid to perform the scope.
2. Fees quoted above must be exclusive of Goods and Service Tax (GST) as applicable
3. We have read all the terms and conditions with respect to financial bid as outlined in the tender document and abide ourselves with the terms and conditions.

Signature _____
Full Name _____
Designation _____
Name of the Firm _____
Mobile No _____
E-mail _____

Annexure IV: Instructions for Online Bid Submission

1. General instructions

The Bidders are required to submit soft copies of their bids electronically on the N-PROCURE Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the N-PROCURE Portal, prepare their bids in accordance with the requirements and submitting their bids online on the N-PROCURE Portal.

More information useful for submitting online bids on the N-PROCURE Portal may be obtained at: <https://www.nprocure.com>.

2. Registration

- (i). Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://www.nprocure.com>.) by clicking on the link “Online bidder Enrolment” on the N-PROCURE Portal which is free of charge.
- (ii). As part of the enrolment process, the Bidders will be required to choose a unique username and assign a password for their accounts.
- (iii). Bidders are advised to register their valid e-mail address and mobile numbers as part of the registration process. These would be used for any communication from the N-PROCURE Portal.
- (iv). Upon enrolment, the Bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key uGSIDe) issued by any Certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- (v). Only one valid DSC should be registered by a Bidder. Please note that the Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- (vi). Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

3. Searching for tender documents

- (i). Various search options built in the N-PROCURE Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the N-PROCURE Portal.
- (ii). Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the N-PROCURE Portal to intimate the bidders through SMS /e-mail in case there is any corrigendum issued to the tender document.
- (iii). The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the helpdesk.

4. Preparation of bids

- (i) Bidder should take into account corrigendum/amendment/modification published on the tender document before submitting their bids.
- (ii) Bidder should go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- (iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

5. Submission of bids

- (i) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- (ii) The Bidder has to digitally sign and upload the required bid documents one by one as indicate in the tender document.
- (iii) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- (iv) Bidder should prepare the Bid Security as per the instruction specified in the tender document. The original should be posted/couriered/given in person to the concerned official latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
- (v) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission on the bids by the bidders, opening of bids etc. The Bidders should follow this time during bid submission.
- (vi) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this

key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- (vii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- (viii) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with bid no. and the date & time of submission of the bid with all other relevant details.
- (ix) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

6. Assistance to bidders

- (i) Any query relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- (ii) Any query relating to the process of online bid submission or queries relating to N-PROCURE Portal in general may be directed to the 24x7 N-PROCURE Portal Helpdesk. The Contact number for the helpdesk is 1800 3072 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.

Annexure V: Terms of Reference

Volume of Work: The following is estimated volume of vouchers of expenses.

Nature	Volume (numbers)	Value (Rs. In lakhs)
Expenses voucher	1200	800

“All Finance and Accounts related work” under appointment shall include:

1. Income Tax Compliance

- Filing of the Company's Income Tax Return in accordance with the provisions of the Income Tax Act, 1961.
- Advisory services on matters related to income tax planning, deductions, exemptions, and assessment proceedings, if any.

2. TDS/TCS Compliance

- Verification of TDS deducted and TCS collected from various parties including contractors, consultants, rent, salary, and others.
- Filing of monthly / quarterly / yearly TDS / TCS Returns, including revision/correction returns, with the Income Tax Department.
- Ensuring timely deposit of TDS/TCS liabilities and issuance of TDS certificates (Form 16/16A) within statutory timelines.

3. Goods and Services Tax (GST) Compliance

- Filing of all applicable GST Returns (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C, etc.) as per the GST Act.
- Filing of GST-TDS Returns under applicable provisions.
- Advisory services on classification of goods/services, place of supply, taxability, and input tax credit reconciliation.

4. Budget Preparation

- Preparation of annual and project-specific budgets for presentation and approval in Audit and Board Meetings.
- Analysis of budget vs. actual performance periodically.

5. Internal Audit and Controls

- Conducting internal audit of all financial transactions including:
- Verification of vouchers, bills, and expenditure documents.
- Scrutiny of income receipts, sponsorship funds, grants, and donations.
- Ensuring arithmetical accuracy and completeness of records.
- Verification of supporting documents including departmental certifications and approvals.
- Checking compliance with approved budgets and fund allocations.
- Verification of accounting entries, statutory deductions (TDS, TCS, GST), and other legal compliances.
- Review of ledgers, registers, bank transactions, and reconciliations.
- Ensuring adherence to applicable laws, rules, and accounting standards.
- Evaluation of internal control systems and suggesting improvements.
- Review of financial aspects of public procurement, event organization, sports infrastructure projects, and grants utilization.
- Issuance of quarterly Internal Audit Reports to the Board of Directors.

6. Accounting and Financial Reporting

- Verification and certification of monthly Bank Reconciliation Statements.
- Assistance in year-end finalization of books of account for statutory audit purposes.
- Resolving accounting and compliance matters raised in Board Meetings, Audit Committee Meetings, Annual General Meetings, and by external auditors (Statutory/CAG).
- Addressing queries and notices from government departments, CAG, tax authorities, etc.
- Supervising timely and accurate preparation of trial balance, ledgers, and financial statements.

7. Deployment of Qualified Assistant

- The selected firm shall depute one experienced assistant at the Company's premises.
- -Minimum qualification: B. Com/M.Com.
- -Practical experience in accounting, audit, Tally software, and government project-related compliance is essential.

8. Additional Services (If Required)

- Assistance in compliance related to CSR expenditure, if applicable.
- -Support in preparation of Utilization Certificates for grants/subsidies received.
- -Advisory and assistance in fund accounting and project-based financial monitoring.
- -Any other financial, taxation, or accounting service as required by the Company.